

**Summary Minutes**  
**City of Sedona**  
**Planning & Zoning Commission Meeting**  
**City Council Chambers, Sedona City Hall, Sedona, AZ**  
**Tuesday, February 15, 2011 - 5:30 p.m.**

**(15 minutes 5:30 - 5:45 for agenda items 1-4)**

1. **Verification of Notice, Call to Order, Pledge of Allegiance and Roll Call**  
Vice Chairman Griffin called the work session to order at 5:30 p.m.

**Roll Call:**

**Planning & Zoning Commissioners:** Vice Chairman John Griffin and Commissioners Eric Brandt, Michael Hadley, Marty Losoff, Geoffrey Messer and Norm Taylor

**Staff:** John O'Brien, Nick Gioello, Kathy Levin, Donna Puckett, Mike Raber and Ron Ramsey

**Council Liaison:** Councilor Mike Ward

Vice Chairman Griffin welcomed Eric Brandt and Geoffrey Messer to the Commission.

2. **Commission/Staff announcements and summary of current events by Chairman/staff.**

John O'Brien indicated that the remaining Commissioner slot has been advertised and those applications must be received by March 14th by 5:00 p.m., so we hopefully will have a full Commission in the next couple of months. Additionally, the City Council approved the Medical Marijuana Ordinance on February 8th, as recommended by the Commission. The Council also had a work session on the S.R. 89A route transfer on February 9th and they will take action on Tuesday, February 22nd at 4:30 p.m.

John O'Brien then distributed copies of a new process called the Citizen's Academy, which allows citizens to sign up for a nine or ten-week process with the City to understand the inner-workings of the City's operations. Each department will do an overview and people who are interested can contact Ginger Wolstencroft. Community Development's time with the citizens is on April 14th.

Regarding current developments, John O'Brien reported that Thai Spices is planning to resubmit that project fairly soon, so the Commission may see that in the May hearing, but we will have work sessions once they file that. Additionally, the redevelopment application for the C-Market property is expected by the end of February, which would also be for the May agenda. Vice Chairman Griffin asked if the C-Market is going to just do a Design Review and John O'Brien explained they are planning to file it for action, but they will still go through the nine-week process and have an introductory work session, a regular work session, and then the hearing. The Vice Chairman suggested that staff also go through everything the first time for the new Commissioners; however, John O'Brien explained that Nick Gioello plans to meet with both new Commissioners on the details of the Development Review process and the background of the two projects.

Commissioner Losoff asked if Thai Spices is connected to the new restaurant that opened where Savannah used to be and Nick Gioello indicated the only connection is that the sisters are related, but they aren't meant to compete.

3. **Approval of minutes for the following meeting: Tuesday, February 1, 2011 (R)**

The Vice Chairman asked if there were any comments or he would entertain a motion.

**MOTION:** Commissioner Hadley moved to approve the minutes of the Planning & Zoning Commission for Tuesday, February 1, 2011. Commissioner Taylor seconded the motion. **VOTE:** Motion carried four (4) for, zero (0) opposed and two (2) abstentions. (Brandt and Messer abstained)

4. **Public Forum – for items not listed on the agenda within the jurisdiction of the Planning and Zoning Commission – limit of three minutes per presentation. (Note that the Commission may not discuss or make any decisions on any matter brought forward by a member of the public).**

Vice Chairman Griffin opened the public forum and having no requests to speak, closed the public forum.

5. **Election of Chairman and Vice-Chairman of the Planning and Zoning Commission.**

Commissioner Griffin indicated that the position of Chairman would be addressed first and he would like to excuse himself from the position; he has been Chairman long enough. He enjoys being involved as the Vice Chairman, and if that is a possibility, he would like to help in that way and nominate Commissioner Losoff who has been on the Commission long enough to understand what this is all about and he would make a good Chairman.

**NOMINATION FOR CHAIRMAN:** Commissioner Griffin nominated Commissioner Losoff.

There were no other nominations for Chairman.

**VOTE:** Nomination carried five (5) for, zero (0) opposed and one (1) abstention. (Losoff abstained)

Commissioner Griffin indicated that the position of Vice Chairman is open for nominations.

**NOMINATION FOR VICE CHAIRMAN:** Commissioner Hadley nominated Commissioner Griffin.

There were no other nominations for Vice Chairman.

**VOTE:** Nomination carried six (6) for and zero (0) opposed.

Chairman Losoff thanked the fellow Commissioners for their vote of confidence.

6. **Discussion regarding the Scope of the Sedona Community Plan Citizens Steering Committee and interaction between the Steering Committee and the Planning and Zoning Commission. (45 minutes 5:45 – 6:30 p.m.)**

**Presentation, Mike Raber:** Indicated that this was last discussed in the joint meeting with the City Council in December and the issue was the need to clarify that the Planning Commission and the Steering Committee would work together on the update of the Community Plan. The scope for the Committee's work has been significantly modified since the Commission last saw it. The statutory role of the Planning Commission was added and it clarified that the Steering Committee and Planning Commission are working together, plus there are some specific items that the Steering Committee is going to do and one of those is to lead the Public Participation Engagement part of the planning process. Additionally, one is how they are going to ensure a high level of coordination and collaboration with the Planning Commission. On page 2 of the scope, there are seven points that were added to provide another opportunity for interface between this Commission and that Committee, including:

- The Planning & Zoning Commission Chairman on the Steering Committee
- Regular participation by the Steering Committee Chairman or Vice Chairman at the P&Z meetings or at least attending the meetings
- Providing for feedback from the Planning Commission on Steering Committee proposals
- Conducting joint meetings - which had been discussed; we just haven't done that yet
- Including Planning & Zoning Commission members on Steering Committee subcommittees, which hasn't happened yet.
- Providing for regular feedback by the Planning Commission on the planning processes.

Mike explained those are all items added to the original Steering Committee scope, and the Committee recommended that scope on January 18th. Now, the plan is to take it to the City

Council on March 8th for final closure, and we had specifically discussed bringing it to the Commission for comments during the joint meeting in December.

Mike then noted that we are also agendized to discuss the interface between the Commission and the Steering Committee and Jim Eaton, the Steering Committee Chairman is present with Jon Thompson, the Committee's Vice Chairman.

**Summary Discussion:**

Chairman Losoff asked if staff wanted the Commission to take action today and Mike Raber explained that if staff knows there are concerns, those can be passed along to the Council, but he didn't think the Commission had to approve it, because it isn't the Commission's scope of work. We wanted the Commission's input since it involves interfacing with the Commission.

The Chairman indicated it is an important statement, because even before the Committee was formed, the Commission discussed how we were going to work on the Community Plan, and then when the Committee was formed, the question was how we were going to work together.

Commissioner Taylor indicated he reviewed it and it looked good to him, and Commissioner Messer stated that he didn't have any questions.

Vice Chairman Griffin indicated he is a little foggy on drafting it together and Mike Raber indicated that we all aren't completely sure how that is going to come together. Vice Chairman Griffin noted that he didn't understand how we could do that with two groups. Mike explained that in the next agenda item we can discuss more about the process and where we are with that. There are a lot of unknowns right now.

Chairman Losoff indicated that the Steering Committee has formed a few working teams, but there hasn't been any discussion along these lines. It is possible that a working team could be formed with members from this Commission and the Steering Committee or there could be some technical people that could put it online and work through the wording and phrases, etc.

Mike Raber explained that with the envisioned process, the creation of the elements and the document itself would come at the end of the process, although there are some Committee members that don't completely have that in mind yet, but in general they do. The difference between this and some prior planning efforts is that you often have a tendency to slot things into elements, i.e., Land Use or Circulation, but here we are looking more holistically at how all of these things might come together to form a common vision or alternatives across all of those elements. We will worry about organizing all of that at the end of the process, but how that will come together and who will be involved in actually writing that is yet to be determined. The process we seem to be heading toward is to look more holistically and vision-based at the beginning, and then we will hone it down into where those elements fall at the end.

Vice Chairman Griffin then asked Jim Eaton how he thinks this is different in the way this will be handled and Jim explained that at this point they are planning how to listen. Their primary thrust is to get the community involved as much as they can and make it the community's plan. They have discussed various ways of collecting the information and organizing it, and all of that has to happen before we even talk about writing a plan. At that point, the Committee will be very much involved with P&Z, and the actual formulation of the plan will be a result of what we've heard to that point. The Vice Chairman indicated it is important that the different areas are covered in order to have input. Jim Eaton explained that early on the Committee talked about how to get all of the stakeholder groups involved, but they decided not to use the term "stakeholder" anymore. The meetings will be more topic-based; some think "stakeholder" implies pressure groups and in some cases it does, so the meetings will be organized along topics rather than the specific groups they are talking to. The groups know who they are and they will come to the meetings with topics of interest. Mike Raber added that by topics, they aren't necessarily in alignment with elements; they could be a variety of things, for example, 89A is a topic.

Commissioner Hadley asked if there is any indication of what the subcommittees will be talking about and Mike indicated no, that will be a little later in the process. The focus right now is to go to the community with a package that creates community awareness about what we are doing, where we are now and where we are going, and then to look at what some of the possibilities might be through at least one major kick-off meeting, and start looking at plan alternatives a little bit later. As far as organizing subgroups, that will probably come out of the public process and it will teach us how we need to be organizing the subcommittees.

Chairman Losoff indicated that at this point they are just getting to know each other and throw out suggestions, but nothing specific. The Chairman noted that Commissioner Taylor attended the meeting today and asked if he had any observations he wanted to make.

Commissioner Taylor indicated there are a lot of really good people on the Committee and there are two architects there and three here, and architects probably have a little different outlook at what a plan is. Currently, the Community Plan really isn't a plan; it is a lot of information with some generalized goals, and then there is a process to get there, but there is no place to really get, because there isn't an architectural plan, and he doesn't mean one that is complete in detail, but one that says that if we are going to have a Community Center somewhere what might it look like and how much space it might take, etc. How it really looks in the end is somewhere in the design process beyond the Community Plan, but at least if you go through a process that allows everybody to give input on what they think about the community and what they would like to see, it seems that we have to then come up with some architectural concepts and go back to the community with those concepts. Somebody has to do actual drawings at some point and with the computer they can be done pretty readily now. He heard that in the meeting from some quarters, but some, that had other kinds of expertise, didn't really have any sense of that and they are more like the citizens that you are trying to get ideas from, but they have valuable input.

Chairman Losoff indicated he was glad Commissioner Taylor attended the meeting and he would invite any of the Commissioners to attend. The Steering Commission meets at 3:00 p.m. on the same day as P&Z.

Commissioner Brandt pointed out that it might be that the plan might not want to be a plan as much as a vision. Maybe the title could be changed so it is more in keeping with the fact it is the words, not the drawing of the community. Commissioner Taylor indicated he didn't think people could really react to something that isn't a drawing, a vision that is just in words, but it might be possible to do that. Chairman Losoff indicated that the Steering Committee has talked about whatever we come up with has to have a lot of graphics, so people can visualize it.

Vice Chairman Griffin indicated that we have talked about the need for facilitators to pull out from the public more specifics than just generalities like I hate traffic, and that is where you would pull out the ideas of what they like, so that will be important, because it will be strictly verbal.

Chairman Losoff asked if there were any more questions on the scope and receiving none, he indicated that staff could get a sense that the Commission is okay; we don't have any questions or problems with it; it looks good to the Commission. Mike Raber indicated that is good, because we want to make this an interactive process.

**7. Discussion regarding the Sedona Community Plan Update process, status of the Citizens Steering Committee and Public Participation Procedures. (45 minutes 6:30 – 7:15 p.m.)**

Chairman Losoff pointed out there has already been a little discussion and there won't be any shyness between P&Z and the Steering Committee; there will be a lot of discussion back and forth and that will be good.

**Presentation, Mike Raber:** Indicated that the memo provided an update since October and staff started meeting with the Steering Committee in November. On February 1st, the Committee agreed to proceed with the general process that is attached, and we attached the revised public participation procedures that will be taken to Council, but those revisions are based on the Steering Committee's scope and the general planning process that the Committee okayed, which also will be taken to the Council. The public participation procedures have to be adopted, because the state statute provides that when doing a new planning process, you have to ensure you have public participation procedures in place, and there are some changes in the process in addition to having the Steering Committee, which we didn't have before. The planning process itself needs a lot more work; we have kind of a skeleton and we have agreed on the basic pieces, but we need to start fleshing out both the process and the public participation procedures. A copy of the procedures is also attached in a red line, strikeout format, and the goal is to make those more general and flexible. It adds the role of the Steering Committee and the new process, and deletes a lot of the activities that we had mandated. They were deleted to keep the process more flexible, but we left the ones that the state requires us to do. When we get to the draft plan and start the public hearing process, there are some exceptions, because there are some requirements that we have imposed like a citywide notification, etc.

Mike indicated he wanted to give a brief overview of the process and referenced the chart in the packet and the accompanying narrative. Basically it talks about:

- Awareness and Possibilities
- Visioning and Goal Setting, in terms of what do we want to be
- Creating the Plan, for where are we going and how do we get there
- Adopting the Plan
- Approving the Plan, through the election process

Mike explained that the Awareness and Possibilities focus is on why are we doing this, where are we now and how do we like this, which are questions we need to ask ourselves and ask the community in order to understand where we are at and why we need to proceed with a plan, and that progresses into what could we be, not only looking at what we look like now, but also what are some of the alternatives we could be looking at and what are other places doing that might be relevant to Sedona.

Mike indicated that some of the key actions listed under each part of the planning process are key public outreach purposes. Under Awareness and Possibilities, we have doing a powerful kick-off meeting and holding planning charrettes to start looking at what the planning alternatives are. We also have two key actions listed as ongoing and those are Community Education and Awareness and Coordination/Outreach to Commissions, Agencies and Community Organizations, etc. Mike explained that there isn't a big separation between community awareness and what we could be, because the outcome from both will develop those alternative futures, so there may be some give and take through the whole process, but that is the beginning stage of the process that everyone is in general agreement with.

Mike then referenced Visioning and Goal Setting, what do we want to be, and explained that is refining those alternatives into a common vision and developing goals, and then Creating the Plan, is where are we going and how do we get there, refining the vision and goals and creating the plan elements, implementation strategies, and finally ending up with a draft plan that goes through the public hearing process.

#### **Summary Discussion:**

Chairman Losoff indicated that General Eisenhower said, "Confuse the hell out of them and we will get the war won", and this chart was created after a lot of thought by the Steering Committee, and if you follow it, once you understand it, it works pretty well. It is just an overall template like a working tool for the Committee and this Commission, so he would entertain some questions and discussion.

Commissioner Brandt indicated he thinks the chart makes a lot of sense. Overall, he wonders how the existing plan interfaces with the new plan. Mike Raber explained that you would really want to talk about the existing planning process and the biggest differences between this and our current process are 1) We have a Steering Committee that we didn't have before, which changes the public process quite a bit, and 2) We really didn't start out with a process that was looking at revisioning the community; we were looking at taking the existing plan and making a major update to it, so this is very different, because it is looking at our Community Plan and the vision and direction it is going in and revisiting that, so you have the development of alternative futures and that wasn't part of the process for a simple update. We would have figured out what the community's issues and values were and set that against what we currently have to see how we may have wanted to tweak that Plan to address those new issues and values. Here, we are talking about looking fresh and new at what the community's vision is and starting out possibly with a major slide show to present different kinds of opportunities and conditions as part of a kick-off meeting, to get people to start thinking and respond later with ideas and comments about what the community could be. We would eventually take that into having many more meetings and venues of interface with the community, asking different questions about the direction we might want to take and funneling that into some video graphics, so we would want somebody who is good at that and could present that to get to the details of what different directions might represent. Ultimately, we would want to funnel that into a common vision.

Chairman Losoff indicated that another key difference is that the plan ten years ago was a very good plan and won several awards and the initial thought, when it came up for revision, was to take the current plan and revise it, but it now has been changed to visions and not throwing the current plan out, but basically looking at the bigger picture first and coming back to the plan. Somebody mentioned in the Steering Committee meeting that 30% to 40% of the population has turned over in that ten years, so there is a different viewpoint out there, and it is important to get a different point-of-view and not use what we have today as a stepping stone -- visioning is a key word. Mike Raber

agreed it is that and developing alternatives, which will be a lot more complicated than the original update we had discussed, and we have discussed the need for contracted outside assistance.

Commissioner Hadley indicated this is a great start and we have talked about having more community involvement since the beginning of this. It seems like the process kind of got, not necessarily put on hold, but time was taken to get more people involved, so are we on track time-wise? Mike Raber indicated that our goal was to launch the work by March and be sure that we got formed, the committee scoped and the public process to Council by the end of February, and we are on track with that and the scope. Those are the mechanical things we wanted to work our way through, so we're pretty much on track, but early on it seemed that we needed to take our time with the process to ensure it is right and we are all still cognizant that the process needs to be worked continuously, but he also gets the sense that we want to be moving and get some momentum going. For the next meeting, the Committee talked about setting a date for the first meeting and trying to work from that, to see what leads up to that and what we need to do beyond that, which will fill in some of the details on what it is going to take to get us to that point and what we are trying to accomplish in that first meeting.

In the first couple of phases in the plan, there are two main things that come out of this. One is that we develop alternate future scenarios and we get a good understanding of the community's values and the time track is that we could do those by the end of the year, then we would be in good shape, but there is a lot of work beyond that.

Commissioner Hadley indicated that the flowchart looks good and he is pleased with the progress. Chairman Losoff indicated that with any group of nine or ten people, some will want to go out there tomorrow and some will want to continue to plan, but Mike, the staff, and the two Chair people are doing a pretty good job of keeping the people under control and they know the timetables, so they are pretty much watching the end results. Mike Raber indicated it is a very good group.

Vice Chairman Griffin indicated that the challenge is that you are holding onto the system of public hearings, etc., and that is normally done at the end, but you also are talking about planning charrettes, so you are starting the process twice by involving the community in a visioning process at an early stage, and you have to be careful, because if they create a vision other than just on values and priorities, and if that moves along, then we could start public hearings that aren't totally in alignment with that earlier process, and you can't very easily change the things that were developed in the early stages. It appears that there are two different stages. Mike Raber explained it isn't intended to show that. In terms of charrette, it might be a workshop and not a true charrette, but that is coming up with plan alternatives and in the next big community feedback section, there would be feedback on those alternatives, and then on the common vision, so at every step, the goal is to get major community feedback, and Mike Bower has said that we still need to add feedback loops all the way through the process. These are just the big bucket items coming out of it, but there is a lot in-between to not only maintain the momentum, but also to ensure you are getting that feedback every step of the way, so you don't have the gap between the visioning in the beginning and a public hearing on a plan that people haven't seen in months. The goal is to ensure that people are buying into the plan every step of the way, so when we get to the public hearing, everyone has had a chance to know what is in that document.

The Vice Chairman noted that when the public hearing process starts is when we are notifying property owners, etc., which will stir up another group of people late, and we will have hearings on things that will already have approval of the first group. Normally in a planning process, you want to move ahead with that same group; we're keeping our existing process, but putting a new process ahead of that that is going to come up with a lot of ideas. Mike Raber noted that we want to ensure we are bringing P&Z along in this too.

Jon Thompson indicated that process is going to happen regardless and they are hoping to have that support by going through a very good visioning process at the beginning, so when that process happens, you have something to show we aren't starting over again, we have a vision, drawings, etc., that says this is what must not be violated and these are the values, so we can talk about your concerns at the end, but they have to be in that context. By doing that first, you don't open everything up again; it is a process moving from a big funnel to a smaller one, and we expect that people will come up with those kind of concerns, like bringing their electric bill and saying it is too high, so we will have to figure out ways to handle all of that kind of input, but they will feel more comfortable and the public will feel that they have done their job better, if they have done that homework first, to say what the values are and what we won't violate.

Vice Chairman Griffin indicated if you get a good enough cross section of the community that agrees with this and bring them along, you still might have more people come in later, but if you have done your job, you will have a good cross section. He is just looking at P&Z's normal process and maybe we should have a pre-work session on this, so we can take it at the stages that you are doing it, have a pre-public hearing at the P&Z level and split up the Commission's public hearings.

Chairman Eaton pointed out that Vice Chairman Griffin seemed to be drawing a picture of two groups, the ones that come to the first meeting and visualize, etc., and then a group that comes to a public hearing on a finished document and it won't happen that way. It is going to evolve and they are going to work very hard on getting as much public involved as possible, including people who don't come to P&Z meetings or any Council meetings. The Committee is going to try to let them know something is going on and that they will have a chance to give their input. The people are going to need to know what some of the challenges are, and the Committee is going to have to find a way to let them know that the Committee can't deal with their electric bills, because it is addressing a much longer-range project to determine what the community is going to look like in ten to thirty years.

Chairman Losoff indicated that by purposely avoiding specifics initially, he thinks they will get to that point by leaving it wide open and getting into some of the subjects later. There will always be some quirks in it, but it sounds pretty good. Vice Chairman Griffin added as long as the people know that it will go into public hearings, etc., and hopefully P&Z will have good participation from people who have been through the process and can reinforce the fact that they were a part of it. Jim Eaton indicated it will be a continuous evolution and Vice Chairman Griffin added that "continuous" is the key, since we are talking about a 2½ year process and we know what happened with the S.R. 179 charrettes and the turnover and new people.

Jon Thompson indicated that the S.R. 179 process is a good example; he attended those charrettes and if there was an opportunity before those to give input, he missed them, and that process would have been better if there had been a good community vision of what that should look like, so when the charrettes happen, it has to stay within that vision as opposed to bringing our separate visions, when we are trying to decide on one of them. You have a Community Plan now and when people come to the Commission and say they want to do something with their property, the Commission has the Community Plan to fall back on; you can't violate that and this is the same thing. They are trying to set up the framework, so when it gets to the details, it is understood that it has to be within that framework.

Commissioner Taylor indicated that the flow diagram is fine; it is really what you do in the details when you run these meetings -- that is what will make the difference. He previously said that one of his criticisms of a lot of public hearings was that they give the public three minutes, John runs around with a microphone and some person says they don't like apple trees, then John moves on to the next person that says they don't like brick buildings, etc., and when you do that, you need to pursue it -- find out why that person doesn't like apple trees or if someone else has a general comment on apple trees, to work the audience as opposed to just listen and write it up.

Jim Eaton indicated that 20 years ago we didn't know how to run a City, but with some expert consultants, two of which are on the Steering Committee, the public meetings were well attended and illustrated with graphics, etc., to get people thinking, not show them this is what we want the City to be, but to provide some examples of what a city could be, and then ask what do you want your city to be. We won the State Award for Public Participation that first time and once since. Commissioner Taylor indicated he would expect Sedona to do something really well. Jim Eaton added that it is easy to say that we will look at what other cities are doing, but you find out that Sedona is pretty well in a leadership position; however, he agrees that we are going to have to have some drawings sooner or later that show what could happen. He also thought a natural meeting place would be Basha's, standing between the cereal boxes and the salt talking politics. John Sather says that we have a lot of underutilized asphalt in this community and he thought if there is a shaded place to sit down outside of Basha's to talk about these things, it would be a big step forward.

Chairman Losoff indicated the key to the whole process and all of the things we are talking about is leadership and with the Steering Committee members, this Commission and the City Council, he thinks it will turn out to be a very good process, because no matter what we say or what flowcharts we have, it is still the Steering Committee, this Commission and the Council that are going to drive it, and we are all going to have to filter the ideas and strategize, get the information back and prioritize, etc., whether or not there are facilitators running the meetings, etc., that is going to be key, because those are going to be key issues and the more we manage it, the better off we will be.

Commissioner Taylor recalled a project that went through and the Community Plan called for a connector street and we voted that project down, but Council overturned us. Council is a political organization and we are non-political, but if that had been shown on a plan what that really meant, in terms of what the possibilities are in the community, Council might not have been quite as ready to overturn that, and that is why the plan really needs to be a plan that people can really see, so when they decide to change something, they know what they are changing.

Chairman Eaton noted that somebody said that it isn't a plan if it is just a bunch of visions. We are going to need a strong implementation section showing what should happen as a result of all of this.

The Chairman asked if there were any other comments and Mike Raber indicated that staff would continue to be open to ideas on how to improve the interaction between these two Commissions. Chairman Losoff indicated this was a good example of interaction tonight. They can take the input back to their Committee and we will keep meeting together on a regular basis.

**8. Discussion/possible action regarding future meeting dates and agenda items: (10 minutes)**  
**Thursday, February 24, 2011 – 3:30 p.m. – Worksession**  
**Tuesday, March 1, 2011 – 5:30 p.m. - Regular**

John O'Brien indicated there is nothing on either of the dates shown above and Mike Raber pointed out that staff is going to return to the regular second meeting of the month for Community Plan Updates. Chairman Losoff agreed that the Committee will be getting more into the process and it will be important to get continuous updates on a monthly basis.

John O'Brien asked if the Commission preferred to have those on the work session days at 3:30 p.m. or the 5:30 p.m. Tuesday meetings. Chairman Losoff indicated that he thought the work sessions would be better, because we have more time in those meetings. Vice Chairman Griffin explained if there are no items on the regular agenda, he would prefer to combine long-range and current planning items. If we are going to have a Tuesday meeting, he would prefer one for three hours versus multiple meetings. John O'Brien indicated the Commission probably won't see any Development Reviews until May.

Mike Raber suggested determining the best meeting day on a month-to-month basis. His question at this point is if the Commission would prefer March 10th or March 15th, when we can report back on the meeting with Council and two more Steering Committee meetings. Chairman Losoff suggested March 15th, but if anything comes up in the interim, we can add a work session if necessary. At this point, there will be no meeting on March 1st and the next meeting will be on March 15th at 5:30 p.m.

John O'Brien indicated staff met with Commissioner Brandt and will get with Commissioner Messer, and then he wants Current Planning to get with both of them on the Development Review process.

Chairman Losoff asked if the Commissioners are sent notices of the Steering Committee meetings and Mike Raber indicated yes. The Chairman encouraged the Commissioners to attend those meetings on the first and third Tuesdays at 3:00 p.m.

**9. Adjournment (7:25 pm)**

Vice Chairman Griffin called for adjournment at 6:40 p.m., without objection.

I certify that the above is a true and correct summary of the meeting of the Planning & Zoning Commission held on February 15, 2011.

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Donna A. S. Puckett, *Recording Secretary*

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Date